



2003 WISCONSIN COURT INTERPRETER TRAINING AND TESTING PROGRAM

The Wisconsin Director of State Courts Office announces its 2003 schedule for court interpreter orientation programs, written testing, and oral certification testing.

ORIENTATION PROGRAMS:

Milwaukee:	July 25 and 26	Madison:	August 15 and 16
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CURRICULUM

This program covers the fundamentals of court interpreting. It is designed to give participants an overview of the needs and expectations of the court, with emphasis on ethical conduct, legal terminology, court procedure, and basic legal interpreting skills. It includes small group practice exercises to develop interpreter skills. It is appropriate for both foreign language and sign language interpreters. A sample agenda and an application form are enclosed.

On the second day of the orientation, there will be a multiple choice general English proficiency test. Three other tests, covering the interpreter code of ethics, legal terminology, and translation will be scheduled at a later date, approximately eight weeks after the training.

Attending the orientation and taking the written test does not indicate that you are a *certified* interpreter. Certification is conferred only after passing the oral certification exam.

FEE

For the two-day training, the fee is **\$125/person**. The fee includes a training notebook and lunch and breaks for both days. If you will be coming from out of town for the training, you are responsible for arranging your own lodging and transportation.

Complete fee refunds will be allowed provided that you notify our office in writing within **2 weeks** of the training date. All other exceptions will be determined on an individual basis.

REFUGEE LANGUAGE SCHOLARSHIP

Applicants who speak a refugee language may qualify to receive a \$100 scholarship provided by the Office of Refugee Services. Refugee languages are: Albanian, Amharic, Bengali, Bosnian, Chinese (Mandarin, Cantonese, others), Croatian, Farsi, French, Hmong, Indonesian, Khmer, Khmu, Kurdi, Lao, Latvian, Lithuanian, Macedonian, Malay, Russian, Serbian, Somali, Swahili, Thai, Tibetan, and Ukranian. Your application for the program is also your application for the scholarship.

SELECTION POLICY

We will give first priority to interpreters who are currently interpreting in court proceedings or administrative hearings on a regular basis and who have skills and experience in this field. We also encourage applications from working interpreters in other fields who want to broaden their experience to include legal settings. There will be a selection process if there are more applications than we can accommodate.

PREREQUISITES

Two hours of court observation, preferably in a case with an interpreter at work. You must also be 18 years of age or older.

COURT INTERPRETER ROSTER

Those who participate in the orientations will be added by the Director of State Courts to the roster of trained interpreters available to work in the courts. This roster will be used by state and municipal courts, lawyers, law enforcement agencies, and others needing interpreters with legal training. To be listed on the roster, you must:

- 1) Attend and complete the orientation;
- 2) Take the written exam;
- 3) Sign an oath form to be filed with the office of the Director of State Courts;
- 4) Meet the character and fitness requirements set by the Director of State Courts; and
- 5) Keep a current address on file with the Director of State Courts.

DUE DATE FOR APPLICATIONS

Completed application forms must be received by the following dates:

- | | | |
|-------------|----------------------------|--|
| • Milwaukee | July 25 and 26 | Deadline: Friday July 11 |
| • Madison | August 15 and 16 | Deadline: Friday August 1 |
| • Wausau | fall date to be determined | Deadline: two weeks before the orientation |

Please mail the application form and your check for \$125 to the address below. Please make the check payable to Wisconsin Supreme Court. If we do not have room for you, we will refund your \$125. If you receive a refugee languages scholarship, we will refund \$100 when you come to the training.

WRITTEN TESTS

You must attend the orientation and take part 1 of the test before signing up for these tests. Parts 2, 3, and 4 of the written test will be offered in 2003 at the following sites:

- | | |
|-------------|--------------------------------|
| • Appleton | July 19 (8:30-12:30 p.m.) |
| • Milwaukee | September 12 (12:30-4:30 p.m.) |
| • Madison | October 11 (8:30-12:30 p.m.) |
| • Wausau | fall date to be determined |

ORAL CERTIFICATION TEST IN SPANISH

We plan to offer the Spanish oral certification test in November 2003. This test, developed by the National Center for State Courts, is the most important criterion for becoming a certified court interpreter. You must attend the orientation program and get a score of 70% on each part of the written test to be eligible to take the oral certification test. If you attended the orientation program in 2002 and are interested in taking the certification test in 2003, please let Christine Hartelt know of your interest.

UPCOMING PROGRAMS

In 2004, we hope to offer advanced Hmong training, advanced Spanish training, and the Spanish and Hmong oral certification exams.

FOR MORE INFORMATION

More information on the Wisconsin Court Interpreter Training Program is found on the court website. This website includes the code of ethics for interpreters working in the Wisconsin courts, links to training materials, and the court interpreter handbook.

The court interpreter website is found at <http://www.wicourts.gov/circuit/courtinterpreter.htm>

If you have questions, please contact: Christine Hartelt, Office of Court Operations, 110 East Main Street, Suite 410, Madison, WI 53703; 608-266-8635; Fax 608-267-091; Email: Christine.Hartelt@courts.state.wi.us

Application for the Wisconsin Court Interpreter Orientation

Please type or print legibly. All information on the form must be complete.

I. Personal Information

Last name: _____ First name: _____

Address: _____

_____ City State Zip Code

Home Telephone: _____ Business Telephone: _____

Pager/Mobile Phone: _____ Email: _____

Agency (If applicable): _____

Language(s) you interpret in: _____

___ I am 18 years of age or older.

Judicial districts (see map) in which you are willing to work: _____

II. Education

1. Please list the name(s) of school(s) which you have attended starting with high school.

Name of School	Location	Beginning and End Date	Area of Study or Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please list other relevant trainings/certificates/licenses.

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III. Interpretation Experience

In order to tailor our orientation program to serve your specific needs, please provide us with the following assessment information. Please check all that apply.

1. How often do you interpret? ☐ Never or rarely ☐ Occasionally ☐ At least once a month
☐ At least once a week ☐ Almost every day
2. In what kind of setting? ☐ Court/Law Office ☐ Police Station ☐ Hospital/Clinic
☐ School ☐ Business ☐ Social Services ☐ Conference
☐ Other
3. What type of interpretation? ☐ Simultaneous ☐ Consecutive ☐ Sight Translation
4. For whom? ☐ Individual ☐ Group

IV. Training Location and Date

When and where would you like to attend the orientation? Rate the training sites from 1-4 in the order of first to last preference. We will try our best to accommodate your choices.

Appleton _____
May 30-31

Milwaukee _____
July 25-26

Madison _____
Aug. 15-16

Wausau _____
fall date to be determined

☐ I need a vegetarian meal.

V. General Questions

1. Why are you interested in attending the orientation program?
2. Why are you interested in working as a court interpreter?
3. Do you anticipate working for the Wisconsin courts on a regular basis?

Please return this form to: Christine Hartelt, Office of Court Operations, 110 East Main Street, Suite 410, Madison, WI 53703. Fax 608-267-0911. Email: Christine.Hartelt@courts.state.wi.us. The Wisconsin Court System will provide reasonable accommodations to qualified applicants with disabilities who request them.



WISCONSIN COURT INTERPRETER ORIENTATION TRAINING

SAMPLE 2003 AGENDA

Day One	Day Two
8:30 Registration	8:30 Test registration & instructions
9:00 Welcome Program learning goals Overview of the court system	8:45 Written English proficiency test 100 multiple choice questions
10:00 Interpreter's role in the courtroom Code of ethics for court interpreters	9:45 Break
12:00 Lunch	10:00 Criminal terminology & procedure
1:00 Small group discussions Ethics and good practices	11:00 Small group skills practice Simultaneous interpreting
2:30 Break	12:15 Lunch
2:45 Skills needed for court interpreting Consecutive interpretation Simultaneous interpretation Sight translation Demonstration of interpreting modes	1:15 Small group skills practice Consecutive interpreting
3:45 Small group skills practice Sight translation	2:30 Juvenile, family, CHIPS terminology
5:00 Adjourn for the day	3:30 Break
	3:45 Court interpreter roster requirements Certification process Resources for further study Business practices for interpreters Model voir dire of interpreter qualifications
	4:45 Questions
	5:00 Adjourn
	6/3/03